

Pursuant to the due call and notice thereof, the City Council met in regular session on March 4, 2024, at 7:00PM at the City Finance Office in Gettysburg, SD and via ZOOM. Those present, were Mayor Bill Wuttke, Philip Nagel, Michael Fischer, Fran VanBockel (zoom), Eric Ellwanger, Kelly Archer, and Seth Warner (zoom). Also, present, were Ryan Vogel, City Attorney (zoom), Dave Mogard, Chief of Police, Greg Gerber, Maintenance Supervisor, Sheila Schatz, Finance Officer, Thomas Matthews, EMT Director, Kara Williams, Economic Development, Andrea Barnard, Shawnie Frederick, and a few participants via ZOOM.

Moved by Nagel, Ellwanger seconded, to approve the March 4, 2024, proposed agenda. All members present voted Aye. Motion carried.

Moved by Archer, Nagel seconded, to approve the February 5, 2024, regular council meeting minutes. All members present voted Aye. Motion carried.

VOUCHERS PAYABLE

Payroll Expense by Department:

Airport	\$0.00
Ambulance	\$8,539.60
Council	\$4,545.78
Finance Office	\$8,012.91
Mayor	\$1,280.00
Parks	\$0.00
Police	\$8,776.88
Rubble Site	\$500.00
Sewer	\$2,506.91
Snow Removal	\$5,701.82
Streets	\$1,061.29
Swimming Pool	\$0.00
Water	\$0.00
Total Payroll Expense by Department	\$40,925.19

Net Payroll		\$35,946.16
Aflac	Aflac Insurance	\$348.27
Aramark	Police Rugs	\$136.98
AT&T Mobility	Police Cell Phones & Hot Spot and Ambulance Hot Spots	\$251.00
Banyon Data Systems, Inc.	Prof. Svs. – Water & Sewer	\$1,235.00
BMO Bank	Feb. Payroll Taxes & Jan. Sales Tax	\$10,224.45
Cam-Wal Electric Co-Op	Airport Lighting & Rubble Site Energy-Electric	\$113.87
Century Business Products	Prof. Svs. – Police Monthly Copier Fee	\$26.25
City of Gettysburg	Petty Cash	\$10.60
Code Enforcement Specialists	Prof. Svs. – Code Enf. - 2024 Contract	\$1,500.00
Colonial Life Ins.	Life Ins. & Volunteer Policies (payroll deducted)	\$842.98
DCI Credit Service	Payroll Deduction (1 st Qtr. 2024)	\$150.00

Detectachem	Police Supplies	\$511.10
ECI	Payroll Deduction	\$50.00
Emergency Medical Products, Inc.	Ambulance Supplies	\$2.65
First Interstate Bank	CC Payoff	\$1,037.20
Gettysburg Ace Hardware	Street, Park, Sewer, & Ambulance Supplies	\$491.89
Gettysburg Development Corp.	February BBB Taxes	\$2,289.46
Heartland Payment Systems	Airport Fuel CC Fees	\$88.89
Heartland Waste Mgmt., Inc.	February Garbage Collection	\$7,792.00
Helm's & Associates	Prof. Svs. – Airport	\$1,340.00
Ingram Pest Service, Inc.	Prof. Svs. – Fire Hall & Ambulance – Pest Control	\$90.00
In Stitches	Police Supplies	\$150.00
John Deere Financial	Snow Removal Supplies	\$159.30
Linde Gas & Equipment, Inc.	Ambulance Oxygen	\$412.96
Marco	Copier Lease	\$195.86
Matthews, Thomas	Ambulance Travel & Conference	\$101.20
Mid Dakota Rural Water System	Water Usage	\$15,562.23
Midway Parts	Street, Sewer & Police Supplies	\$63.31
Midwest Alarm Company, Inc.	Prof. Svs. – Auditorium – Alarm Monitoring	\$101.59
Mike's Repair	Police Repairs/Maintenance	\$164.80
Montana Dakota Utilities	Gas & Electric	\$7,172.29
New Creations	Fin. Off., Rubble Site, Street, & Police Supplies	\$461.20
Northwest Pipe Fittings, Inc.	Sewer Supplies	\$67.68
PCC Ambulance Billing Service	Prof. Svs. – Ambulance	\$569.19
Potter County News	Fin. Off. & Pool Publications	\$225.00
Principal Life Insurance Company	Life Insurance	\$39.92
Safe Life Defense	Police Supplies	\$508.11
Schatz Electric, Inc.	Prof. Svs. – Auditorium – Heater & Thermostat	\$890.61
SD Dept. of Revenue	Water Testing	\$30.00
SD Municipal League	2024 District 7 Meeting Registrations	\$210.00
SD Police Chief's Assn.	Police Travel & Conference	\$115.00
SD Retirement Systems	Retirement	\$5,060.06
Servall	Rugs	\$167.41
Standard Ins., Co.	Monthly Vision Ins. – ACH	\$39.48
Syn-Tech Systems	Prof. Svs. – Airport – 1 Yr. Maint. Agreement	\$3,500.00
Stryker Sales, LLC	Police Supplies	\$621.50
TASC	Health Flex Plan	\$254.16
True Value	Auditorium, Street, Airport, & Park Supplies	\$341.12
US Postmaster	Water Billing Postage	\$203.00
Venture Communications	Telephone/Fax/Internet/AWOS	\$887.09
Verizon Wireless	Maintenance & Ambulance Cell Phones	\$282.66
Wager, Shane	Jan. & Feb. '24 IT Retainer & Airport Supplies	\$400.00
Wellmark BC/BS Health Plans	Health Ins.	\$6,603.01
WEX Bank	Ambulance Fuel	\$85.90
Zander Auto Parts	Street & Sewer Supplies	\$194.33
Zuber Refrigeration	Water Supplies	\$24.46
TOTAL CHECKS		\$110,343.18

Moved by Archer, Nagel seconded, to approve vouchers payable. All members present voted Aye. Motion carried.

Two sealed bids for the “2024 Street Sealing Project” were presented: Dakota Seal, LLC, \$63,840 and ProSeal, Inc. - \$1.65 seal coat (2-applications) per square yard and \$.55 crack seal per linear foot - \$3,500 mobilization. Moved by Ellwanger, Archer seconded, to accept and award the bid submitted from ProSeal, Inc., on the 2024 Street Sealing Project in the amount of \$1.65 seal coat (2-applications) per square yard and \$.55 crack seal per linear foot - \$3,500 mobilization. All members present voted Aye. Motion carried.

Appointment: Andrea Barnard & Shawnie Frederick – Little Sprouts Early Childhood Center

Andrea Barnard spoke to Council about the hope of opening up a new daycare facility, the Little Sprouts Childhood Center. Barnard expressed that our community is extremely hurting for daycare at this time, and it needs to be addressed quickly. She explained current plans for a facility and funding. Funding currently being looked into is a GEOD grant in the amount of \$350,000. The group will also be applying for grants through Venture Communications and the Maas Foundation and will be doing community fundraisers in the future. It is hoped to have as much community support as possible. Moved by Nagel, Ellwanger seconded, to approve Mayor signing Letter of Support for the Little Sprouts Childhood Center. All members present voted Aye. Motion carried.

Appointment: Thomas Matthews – EMT Director – New Ambulance

Matthews stated that the city is earmarking \$25,000 per year toward a new ambulance, which with 2024 and 2025 would allow \$50,000 to go towards the new ambulance at time of expected delivery. The Ambulance Gang has committed \$50,000, as well, and Matthews will be meeting with the Maas Foundation next month as submitted an application hoping for \$100,000. Matthews also stated the hope is to sell or trade the 2015 Ambulance in the approximated value of \$50,000. Matthews will update the council on the Mass Foundation meeting. Discussion. Moved by Fischer, Ellwanger seconded, to approve Matthews to go ahead and place the order on the new ambulance so the building process could begin with a potential delivery date in early 2025. All members present voted Aye. Motion carried.

Moved by Fischer, Ellwanger seconded, to go into Executive Session at 7:34PM for personnel. All members present voted Aye. Motion carried. Council reconvened at 8:08PM.

Nagel stated that last month, the Mustang Disaster Cleanup services came in and did mold inspections in both the finance office and the police building and the results had come in. Nagel stated that both buildings’ results came in with air quality standards all being within safe acceptable levels. The results did show some stachybotrys (black mold) was found in the basement of the Finance Office and needed to be cleaned up properly. Discussion was had on the future process of cleaning same properly to take care of any issues so nothing would arise in the future.

Council was polled on February 20, 2024, asking to increase the hourly consultant rate of Tammy Frost from \$25 to \$50. Moved by Fischer, Ellwanger seconded, to approve increasing the hourly consultant rate for Tammy Frost from \$25 per hour to \$50 per hour effective February 20, 2024. All members present voted Aye. Motion carried.

Nagel stated that currently the Fire Hall was utilizing the help of Ingram Pest Service, Inc., to handle pest control within the Fire Hall. After some research, he would like to switch to a different company. A quote was retained from Plunkett’s Pest Control in the amount of \$486.00 annually. Moved by Nagel, Fischer

seconded, to change pest control companies handling the pest control at the Fire Hall to Plunkett's Pest Control with their quote of \$486.00 annually. All members present voted Aye. Motion carried.

Council was given the current Employee Handbook and all forms for the City of Gettysburg. All council will be going through the Employee Handbook in detail to update and make any changes as necessary. Further discussion will be had on the progress at the April, 2024, council meeting.

Nagel stated that calls would be made to set up interviews for current interested applicants for the Full-Time HR Administrator/Deputy Finance Officer opening, and the hope is to have interviewing completed by March 15, 2024. If anyone is interested in the said position, they should get their applications turned in as soon as possible.

Time clocks for the city employees are still being researched and further discussion will be had at a future council meeting.

Moved by Fischer, Ellwanger seconded, to approve advertising that the City Finance Office will be temporarily closing to the public on Fridays, starting March 8, 2024, until a new HR Administrator/Deputy Finance Officer is hired and trained. The finance officers will be working these days and will be available for emergencies, but the office will be closed to the public in order to help cut down on overtime expenses. All members present voted Aye. Motion carried.

Moved by Ellwanger, Warner seconded, to approve advertising the need of swimming pool personnel for the 2024 summer season. A deadline to apply has been put in place this year for applications to be turned in no later than Friday, May 3, 2024, at 5:00PM CST to determine if the pool will be able to open this season or not. All members present voted Aye. Motion carried.

Moved by Archer, Fischer seconded, to approve the advertising of the Notice of Cancellation of Municipal Election – Municipality of Gettysburg which was to be held on Tuesday, April 9, 2024. The election has been cancelled as each of the candidates who handed in a finalized petition for positions vacant were unopposed. (Mayor – (4) Year Term – Adam Roseland; Alderman (4) Year Term - Seth Warner, Philip Nagel, and William Vandervorst; Alderman (2) Year – Kelly Archer and Cyle Phillips). An Alderman for the empty (2) Year Term will have to be appointed by new council at the May, 2024, council meeting. Anyone interested should send in a short Letter of Intent for open position before the May, 2024, council meeting. That appointed position will only be for a (1) Year Term since it is “appointed” and will need to be re-ran for in the 2025 Municipal Election.

Moved by Ellwanger, Archer seconded, to approve advertising for a Full-Time Police Officer opening. All members present voted Aye. Motion carried.

The current city demolition permit wording was discussed. Several options were brought to the table and discussed in detail. It was decided there would be no changes in the current wording of the demolition permit or ordinance but that contractors should be who actually takes out the demolition permit. Both the contractor and owner will need to sign demolition permit, it will be approved through council, and all loads hauled to the landfill will be billed accordingly to the actual contractor completing the demolition. It was also reiterated that all demos should have a walk-thru done by either the contractor or owner or both before demolition to make sure the entirety of the building is properly cleaned out of items that cannot be hauled to the landfill. If a list is desired, one can be picked up at the finance office.

Police report was given. Moved by Nagel, Ellwanger seconded, to approve the resignation/termination of Aaron McPheeters as police office for the City of Gettysburg Police Department. All members present voted Aye. Motion carried.

Maintenance report was given. There was one fuel bid from Agtegra for the following: Unleaded 10% Ethanol FTE at \$2.875, Ruby Fieldmaster at \$3.13, #1 Ruby Fieldmaster at \$3.43, AvGas at \$5.21, and Jet-A at \$3.57. Moved by Fischer, Warner seconded, to accept the fuel bid from Agtegra. All members present voted Aye. Motion carried.

Gerber stated he feels the city has a great maintenance team, currently. The downtown city auditorium has been repainted on the inside and looks nice. Gerber informed there will be a lot of road repairing this spring and asked permission for purchase of commercial grade permanent asphalt repair & patch per a quote he received from Schlachters. Moved by Ellwanger, VanBockel seconded, to approve the purchase of (2) pallets of cold mix for road repair in the approximate cost of \$1,624.00 from Schlachters. All members present voted Aye. Motin carried.

Finance office report was given. Moved by Fischer, Archer seconded, to approve hiring the services of Kohlman, Bierschbach to complete the 2023 Annual Report. All members present voted Aye. Motion carried.

REMINDER: The Local Consolidated Board of Equalization will start at 1:00PM on Tuesday, April 9, 2024, at the Potter County Courthouse. Attending from the City will be Eric Ellanger and Michael Fischer with Mayor Wuttke as a backup.

- Building Permits: None.
- Moving Permits: Lou Gilmore – 313 N Oak – 64x30 Double-Wide Manufactured Home (Centennial Homes)
- Demolition Permits: Lou Gilmore – 313 N Oak – 10x20 Wood Frame Garage (Logan Construction)

Moved by Fischer, Archer seconded, to approve the moving and demolition permits. All members present voted Aye. Motion carried.

Other Business: Fischer stated the doors at the Fire Hall are currently being repaired and should be completed soon. It was reminded that past-due payments of any sewer contract monthly payments will receive monthly late charges and be totaled annually and assessed to resident's property taxes at end-of-year. The purchase of approximately 7 more microphones for the zoom meetings in finance office conference room were discussed and Schatz will get pricing from Shane Wager, IT. It was also reminded that the lot area for the possibility of a future new police garage should be physically staked out and discussed further at a future council meeting. Nagel will check in on status of Fire Hall sensors being installed. Gerber stated the sprinkler system has been fixed at the city auditorium with a new heater and thermostat being installed.

Correspondence: Land and Water Conservation Fund Info.;

Round Table: Nagel stated his hope is to get all current issues on the table taken care of by current council before new council is sworn in at May meeting. Williams of Economic Development stated now that the Vail building has been torn down, sidewalk improvements and possible grants need to be looked into and she will be meeting with Goldsmith of KLJ Engineering in the near future to discuss.

Moved by Fischer, Archer seconded, to adjourn meeting at 9:25PM. All members present voted Aye. Motion carried.

Attest:

Witness

Sheila K. Schatz, Finance Officer

Bill Wuttke, Mayor

Published at the approximate cost of \$